

## Alert Level 3 Safe System of Work

### 9. When you arrive home it is good practice to

- Leave shoes outside
- Hold off on the hugs
- Take a hot shower
- Now you can hug!
- Wash all used clothes in hot water



### 8. Wash your hands

- Wash your hands for 20 seconds frequently and after coughs and sneezes
- Use sanitiser when hand washing facilities aren't available
- Sanitise hands each time you get in the vehicle, before you touch your face and after removing gloves

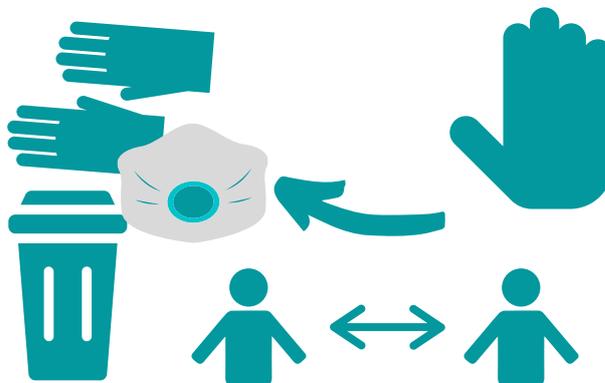


### 7. STOP WORK

- When you see unsafe work
- Discuss with manager and stop as necessary, report in Risk Manager
- Stop at any time you feel unsafe
- Contact your manager
- Agree on next steps

### 6. PPE

- Wear latex gloves if you will touch surfaces that others have touched
- Discard gloves in a bag in the car after use
- Don't touch the car or your face before removing gloves
- Sanitise hands immediately after removing gloves
- N95 Respirators may be required for certain tasks but in most cases is not necessary speak to your manager or H&S if in doubt
- PPE to be discarded in drums provided in council carparks for this purpose



### 5. Maintain

2 meter distance from other people  
Cough and sneeze into a tissue or your elbow -then wash your hands.

### 1. Before you leave home

If you are unwell, stay at home and self-isolate and seek advice.

- Plan your trip/task/day
- Ask Where am I going, what could the potential hazards be?
- When will I be back



### 2. Communication/Lone Worker Procedure

- Inform your manager where you are going and when you will be back
- Agree on regular check in times
- Ensure your contact register is kept up to date



### 3. Travel

- One person only per vehicle
- If this is not possible contact H&S or your manager

### 4. On arrival at sites - Take 5

- Stop and Look for hazards
- Think about how they could hurt you and how badly
- Decide how to control them
- Act to keep yourself safe
- Avoid touching surfaces
- Normal PPE as required